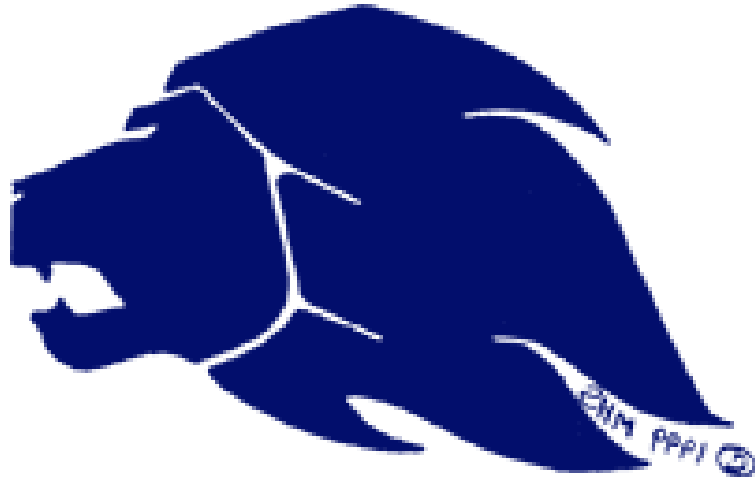


**Minneapolis  
Jr/Sr High School**



**Student/Parent Handbook  
2024-2025**

# Minneapolis Jr/Sr High School

## Student/Parent Handbook 2024-25

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## **WELCOME**

Students & Parents,

On behalf of the faculty and staff at MJSHS I want to welcome you to MJSHS for the 2023-2024 school year. I hope this year will be filled with excitement and opportunities for growth physically, emotionally, and academically. This handbook has been prepared as a guide and is not meant to be all-inclusive of all "school policy". Interpretation of items in this handbook and those things that are not in the handbook shall be the responsibility of the building administration.

It is our desire to encourage you to do your very best every single day. We would like MJSHS to be a place where you are comfortable and can enjoy a safe environment as you strive to reach your goals. A portion of that enjoyment begins with each individual (adults and students) making a concerted effort to bring a positive attitude and work in order to have a positive experience each and every day. We encourage each person to get involved in organizations, clubs, teams, and school-sponsored activities, which will make your school year more meaningful and increase your enjoyment. It is our hope that those who are a part of MJSHS will come to understand true happiness comes when we work in cooperation to create accomplishments. It is our wish that those who enter our doors and depart with a diploma find that they have gained much which will help them to step in the right direction to meet their future education goals.

The opportunity lies before us to have an outstanding school year at MJSHS. However, we as a school will only be as good as the people who make up the school family which includes students, administrators, teachers, staff, and parents. Each person must assume their share of responsibilities, take advantage of opportunities, and demand the very best of themselves. The more you put into your school the more you will gain from it and the happier you will be. We are excited and look forward to enjoying the year together here at MJSHS!

Sincerely,

Terry Moeckel  
Principal

Val Beikmann  
Counselor

Ryan Mortimer  
Asst Principal/AD

## **MISSION STATEMENT**

The mission of MJSHS is to create a nurturing environment where students can develop the skills necessary to become successful lifelong learners.

We believe individuals should

- meet curriculum exit outcomes to graduate.
- demonstrate respectful behavior and are accountable for their actions.
- contribute to the betterment of the community.

## **EDUCATIONAL ACCESS**

### **College and Armed Forces Recruiting (Title XI)**

Requires each LEA (Local Educational Agency) that receives funds under the ESEA (Elementary and Secondary Education Act) to provide, on request by a military recruiter or an institution of higher education, access to the names, addresses, and telephone listings for secondary students. However, parents may request that such information not be released for their child without prior written parental consent by filling out the appropriate form at enrollment. LEAs must give military recruiters the same right of access to secondary students as they provide generally to postsecondary institutions and prospective employers.

## **ACADEMICS**

**Grade Cards:** Grade cards will be issued at the conclusion of each nine-week period. They will either be mailed to parents or picked up at parent-teacher conferences. The first and third nine-week grades represent the student's progress in that semester at that time. The second and fourth nine-week grades represent the student's grade for that semester's work. Credit will be shown when it has been earned.

**Grading Scale:** A uniform grading scale will be used at MJSHS. The scale will be as follows:

A	100- 90%
B	89-80%
C	79-70%
D	69-60%

Any grade below 60% will be a failing grade and no credit will be given for the course.

**Assignment Weight:** No single assignment will be allowed to account for more than 20% of a student's semester grade in a course.

**Honor Roll:** Two honor rolls will be computed for MHS & MJH students based on the following 4-point scale:

- All "A" - 4 points
- All "B" grades - 3 points
- All "C" grades - 2 points
- All "D" grades - 1 point

Students earning an average grade point of 3.5 or higher will be placed on the high honor roll. Students earning an average grade point of 3.0 to 3.49 will be placed on the

basic honor roll. The honor roll will be published in the local newspaper at the end of each semester. Students must have all incompletes finished prior to the publishing of the honor roll to be placed on it. No second printings will occur.

**Class rank:** Computed using the same 4-point scale.

**Incompletes:** Students receiving incompletes for semester grades may not be placed on the honor roll. Efforts should be made to finish the work within two weeks of the conclusion of the semester.

**Academic Lettering:** MHS has adopted an Academic Letter Program in order to encourage, recognize, and reward students who successfully achieve and maintain high academic standards. In order for a freshman, sophomore, or junior to earn an Academic Letter, he/she must maintain a 3.5 grade point average both semesters.

In order for a senior to earn an Academic Letter, he/she must maintain a 3.5 grade point average for the first three nine-week grading periods. Those seniors who qualify will be awarded their Academic Letters at the spring Awards Assembly.

**National Honor Society: National Honor Society:** National Honor Society is an organization sponsored and governed by the National Association of Secondary School Principals. It has strict selection criteria and procedures and is designed to promote scholarship and community service. Sophomores and Juniors with a minimum 3.3 GPA will be eligible to apply for National Honor Society each spring. A committee consisting of five faculty members will make the NHS selections based on student-demonstrated character, service, and leadership. Any student wanting to be considered for NHS will be asked to complete a student information form. These forms and selection procedures will be available from the NHS sponsors during the application process.

## **GRADUATION REQUIREMENTS**

### **Graduation Requirements – 23 credits needed to graduate**

1. Four and one-half credits of Language Arts: English I, English II, English III or English Comp I, English IV or English Comp II, and Speech
2. Three credits of Math
3. Three credits of Social Science: World History, American History, American Government/Economics, and World Geography
4. Three credits of Science (one must be a lab): Earth/Space Science, Biology, Biology II, Human A&P, Chemistry, Chemistry II or Physics
5. One credit of Physical Education: ½ Health, ½ Physical Education
6. One credit of Computer Science
7. One credit of Fine Arts: Music or Art
8. One half credit of personal finance
9. Six and one-half credits of electives

Students will be scheduled into required classes based upon the following pattern:

<b>FRESHMAN</b>		<b>SOPHOMORE</b>	
1	Unit of Math	1	Unit of Math
1	Unit of English	1	Unit of English
1	Unit of Earth/Space Science	1	Unit of Biology
1	Unit of World History or Geography	1	Computer Applications I & II
<b>JUNIOR</b>		<b>SENIOR</b>	
1	Unit of English	1	Unit of English
1	Unit of Math	1	Unit of Math
1	Unit of Science	1	Unit of Government
1	Unit of American History		
1/2	Speech and Personal Finance**		
	** can be taken senior year		

### **Community Service:**

Beginning with the class of 2020, all students will need 40 community service hours to participate in the graduation exercise. These hours must be approved in advance by the student's advocate and will be recorded and kept by the advocate. Volunteer service hours can be earned at any time during a calendar year.

## **ENROLLMENT ISSUES**

**Changing Schedules:** Always go to the counselor's office to initiate a schedule change! Schedule changes will be made only with teacher, parent, counselor, and principal's approval. Schedule changes will be considered during the **first four days of each semester**. Beyond this, changes will be made in cases only with extremely extenuating circumstances. **Reminder: enrollment changes may change your enrollment fees.**

**Teacher's Student Aides:** Senior students wishing to be a teacher's aide may enroll with that teacher's permission. Each teacher and student will be responsible for being on task for the assigned period. There will be no credit received for this program. A senior student may not be an aide for more than one class period. No teacher will have more than one aide.

**Partial Day Enrollment:** All students will be required to attend school for the entire day. Partial day enrollment will be permitted only with approval from the administration and Board of Education. Partial day enrollment will affect the student's ability to compete KSHSAA sponsored activities, prom, graduation, etc.

**Flex Scheduling** may be used by seniors in their senior year 2nd semester with prior approval from administration and counselor. Students must enroll in the JAG class for the full year to qualify and submit a written request explaining how they will use their flex time (ex. Work schedule, etc.) and then the student should meet with administration for final approval.

**Area Technical School:** Students interested in attending Salina Area Technical School should check with the counselor prior to pre-enrollment for their junior or senior year. Representatives from the Technical School are invited to the high school each Fall to discuss enrollment and answer other questions. These visits will be posted or announced. Eligible students may participate with tuition being paid through the CTE initiative and transportation provided by the school. Please note the academic regulations pertaining to eligibility for these students.

**Activity Passes:** Adult passes can be purchased at the Minneapolis Jr/Sr High School office. Passes are good for all home league contests and tournaments that are not considered postseason competition. These passes also allow children K-6 to be admitted free of charge. This card will have the student's lunch number and locker number on it and can be used for free admission to all Minneapolis home junior high or high school games not considered postseason.

## **SCHOOL DAY MANAGEMENT**

### **Junior High and High School**

#### **Regular Day**

8:00-8:47 First hour  
8:51-9:39 Second hour  
9:50-10:36 Third hour  
10:40-11:26 Fourth hour  
11:30-1:06 Fifth hour (4 lunch shifts)  
1:10-1:56 Sixth hour  
2:00-2:46 Seventh hour  
2:50-3:15 Seminar

## **STUDENT SERVICES AND FACILITY ISSUES**

**Facility Usage:** The building is open for student use at 7:30 am. The school day ends at 3:15 pm. Students not involved in extracurricular activities are to leave the building at that time. Those wishing to stay longer should be under the supervision of a staff member. Student groups may use the facilities any time a school employee is available to sponsor the activity. Prior notification to the Principal and/or Activities Director is encouraged to avoid conflicts.

**Parking:** Your cooperation is necessary while driving cars at school. Please park properly (do not back into stalls) and drive carefully at all times. **Students should not park cars in the shop area during school hours.** Driving excessively fast around the school, spinning tires, etc. is a safety issue and appropriate actions will be taken. Obviously, do not park in the handicapped or other reserved parking areas. **Permission**

**to go to your parked car during school hours should be gained through the office.**

**Computer Network:** Willful misuse or inappropriate actions dealing with computers, computer network, Internet, or other forms of technology is not permitted in USD 239. These actions may include alteration, corruption, damage, or theft involving equipment, Internet resources, plagiarism, software, network files, electronic messaging (i.e.: Message boards, web email) etc.

If a person is involved in any of these actions, the administration and faculty will deal with the situation in an appropriate manner, which may include detention, school suspension, loss of privileges, expulsion, or more severe consequences, and may require notification to local law enforcement agencies. The action to be taken will be determined by the principal and/or other school personnel. Each student should have an Acceptable Use Policy verification of understanding form on file prior to using the company network.

**Cell Phone/Telephone Usage:**

7th -12th

Cell phones are not to be used by students during the school day. All students will have a Yondr Bag to keep their phones safe and in their possession. At the end of the day or if the student is dismissed earlier, they can remove their cell phone. Minneapolis Jr-Sr High School is not responsible for damage or theft of cellular devices because they should be secured in the Yondr Bag and in their lockers or book bags. Loss of damage to the bag will result in a charge of \$10 to replace.

- Should a **high school classroom** need access to their phones during class time, working on college coursework, or supervised in the classroom; students may access their phones under the teacher's direction; and then will be placed back into Yondr Bags prior to dismissal.
- Wireless earbuds are only to be used with teacher approval.

Should the student fail to follow this policy, the phone will be surrendered to the staff, parents will be notified, and the phone will be kept in the office for 5 consecutive days on the first offense. The phone will be returned at the end of each day. The second offense will result in 2 days of ISS, and the phone will be kept in the office during the school day for one month.

**Lockers and Locks:** Please remember the school owns the lockers and does have the right to enter them. Whenever necessary, the student may be invited to be present when the locker is searched. Students are responsible for their possessions at all times. School lockers are not 100% effective from break in and theft. Many times our locker rooms are used by other schools as dressing rooms and it is impossible to provide supervision to all parts of the school all the time. Locks for lockers are available through the office for a \$1.00 rental fee. The loss of a school lock will result in a \$10.00 replacement charge. The school recommends you use these locks to secure your

possessions. Athletes and PE students will be issued school locks and combinations for locker room lockers. The students should secure their belongings in their assigned lockers at all times (including during PE class). **Only school owned locks should be used.**

**Book Bags:** Book bags should remain with the student owner at all times. Book bags should not be left in the hallway or any traffic which blocks the flow of traffic in case of an emergency. While in class the book bag should be in the classroom and during lunch the students should leave bookbags in the classroom, NOT IN THE HALLWAYS OF THE BUILDING!

### **North Ottawa County, USD 239 Meal Policy**

Students of North Ottawa County Public Schools are required to pay for meal fees in advance. Payment will be accepted in each attendance center. Each student will have a meal account where advance payments will be posted.

When a student's meal account balance falls below a balance sufficient to pay for five meals, the student will be notified on a daily basis. Reminder notices for those student meal accounts will be printed or emailed weekly from Minneapolis Elementary School and Minneapolis Junior/Senior High School.

If a student's meal account balance becomes negative, the student will only be allowed to charge a maximum of ten meals.

A student will not be allowed to charge the purchase of an extra milk or a second lunch while the account has a negative balance. The parent and/or guardian must provide a sack lunch from home until there is a positive balance in the student meal account.

If a student does not have a sack lunch and has a negative balance, the student will be provided with a cheese sandwich and milk or another appropriate alternate meal.

Refunds for food service monies collected for student meal accounts shall be made at the time of student transfer, withdrawal, or at the close of the school year for seniors.

**Tornado and Fire Drills:** These drills will be conducted on a regular basis during the year. A continuous bell signals fire drills. Tornado drills are signaled by a repeating dismissal tone over the intercom. Specific procedures for each classroom will be posted.

# ATTENDANCE REGULATIONS

## Policy

It is the responsibility of both the school and the parent to require students to attend school regularly and to maintain a level of school instruction, which can only result from regular attendance. Frequent absences from school substantially reduce the quality of education for the absent student. Since the complete educational process requires continuity of instruction, classroom participation, the exchange of ideas, and supervised study activities, regular attendance is essential for maximum educational benefit. The learning process provided by regular classroom instruction cannot be adequately replaced by make-up work for individual instruction after regular school hours. **This policy is established in order to encourage good daily attendance, the cornerstone of a successful educational career.**

1. An absence in this class would not be counted under this policy for the following reasons:

- a. Absences that are documented by a note from a doctor or a dentist.
- b. Absences that are the result of a student's involvement in any academic, athletic or activities program related to school.
- c. Absences due to a serious family emergency. Examples would include such events as attendance at a funeral of a family member or a serious family illness. The illness would be such as that of a parent or could be related to the transportation of parents and siblings to a medical appointment that is documented.
- d. Absences due to an out-of-school suspension assigned by administration of the high school.
- e. Absences due to participation in activities related to a religious holiday.
- f. Senior students would be allowed a total of 2 days for post-secondary educational visits. Counselors have **College Visit forms** that must be taken to the college for documentation of time spent at the college or university. Failure to document time for the visit will void the absence as excused. All visits must be documented for attendance purposes.
- g. Junior students will be allowed a total of 1 day during 2<sup>nd</sup> semester for post-secondary educational visits. The student must provide documentation from the institution confirming the visit, or work with the counselor to set up the visit.

Any student reporting to class late for more than 1/2 the period will be considered absent. All students must check in at the office if they are more than 5 minutes late to 1<sup>st</sup> hour.

**As a courtesy, parents will be notified through an email when a student reaches a total of five (5) absences in a class. Please call the high school office if you have questions concerning the attendance policy. All absences must be cleared up two (2) weeks after the end of the semester.**

*\*Extended absences: Any student that is absent over an extended period of time must request a waiver from the principal in writing giving the reasons for the extended absence.*

## **Records**

### 1) Attendance Records

- a) Permanent records of daily attendance and tardiness will be filed in the school office. The building principal reserves the authority to determine the acceptability of any excuse for tardiness or absences.
- b) Attendance will be kept on a per class basis.
- c) If a student misses all classes in one day, he/she will receive one full absence in the attendance file.

2) Parents will be requested to notify school personnel by telephone when they determine it necessary to keep their children out of school. Parents of students absent from school without notification will be contacted by telephone if possible, to advise them that their child is not in school. Letters of notification will be sent to parents if they were unable to be contacted by phone.

3) Students absent for any reason excused/or not will be required to make up work missed. A student will receive no credit for an assignment given during an absence until the work involved is made up entirely. If the work is not made up entirely, in a reasonable amount of time, a zero (0) will be entered in the grade book. Teachers will have the option of assessing makeup sessions for class hours missed. These sessions may be assigned before or after school hours. Normally a student will be given one day to make up the work for each day missed. The time allowed to make up work missed by absences could be increased by the teacher assigning the work.

### Problematic areas to be aware of:

- a) An absence due to illness when the student is later seen at a school activity, downtown, at work, etc.
- b) Absences deemed unessential by parents or school
- c) Oversleeping
- d) Daily credit of those classes missed during the unexcused absences will be lost. Failure to make the time up within the limits set by the principal will result in a suspension. Continued unexcused absences will result in an automatic immediate suspension from school. The filing of truancy charges and ultimately recommendation for long-term suspension will be considered.

4) If a student skips class, is absent for any or part of the day where neither a parent nor the school is aware of the absence until after it occurs, the following consequences will apply:

1 <sup>st</sup> skip	One day In School Suspension, no daily credit
2 <sup>nd</sup> skip	Two days In School Suspension, no credit given
3 <sup>rd</sup> skip	Saturday School from 8-12
4 <sup>th</sup> skip	Out of School Suspension, truancy filed

Students who leave a classroom without teacher permission may be subjected to the above disciplinary action. If a student is requested to leave a classroom by a teacher, he/she must report to the place requested. If no place is designated, the student is to report to the office.

- 5) Once a student is absent 10 days in a semester (excluding ONLY those for which there is already verification of medical care), a letter will be mailed to the home and the County Attorney with a truancy form. The letter will explain that 10 absences have been reached and will breakdown the reasons. This form will state that future absences will be counted as unexcused unless the student is excused by:
- i) A doctor's note
  - ii) The school nurse
  - iii) The principal

**Tardiness:** Most occasions of tardiness to school are avoidable. Three (3) tardies of up to fifteen minutes to class will be allowed each nine weeks. All late arrivals beyond the fifteen minutes will count as an unexcused absence. All students tardy to first hour must report to the office. Once a student has had three tardies, detention time will be assigned and the following steps will be followed:

<u>Tardies</u>	<u>Consequences</u>
1,2,3	None
4,5,6	Thirty minute detention and home contact
7-9	60 minute detention and home contact
10+	Saturday School assigned by administration

**Truancy:** Kansas Law states that truancy is defined as a child that has 3 consecutive unexcused absences, or 5 unexcused absences a semester, or 7 in a year, whether part or all of the day is considered truant. MJSHS office will send out a letter of concern when a student's absences become a concern. When a student is considered truant, a detailed record of student absences will be sent to the Ottawa County District Attorney's office.

**Permission to leave Building:** Students leaving school grounds should check out through the office prior to leaving. If an instructor gives a student permission to go to the parking lot without supervision, the student should provide the office personnel with a pass from that teacher prior to leaving the building. This is directly tied to school safety issues.

**Becoming Sick at School:** If a student becomes ill at school, he/she should report to the office to receive proper attention from the school nurse. Absences due to illness will not be excused unless you have first reported to the office at the time you become ill. Students may not go home ill unless their parents have been notified

## **APPEARANCE**

The personal appearance of the students enrolled in Minneapolis Jr/Sr High School is the responsibility of parents. The personal appearance of students becomes the responsibility of the school only when their mode of dress or personal grooming habits is disruptive to the function of the school and/or the other members of the student body or faculty.

**Proper Dress:** Appropriateness, moderation, and concern for the avoidance of distraction to the education process are the guiding principles of the student dress code. Styles and fads are constantly changing and cannot be covered by specific rules and regulations. The school reserves the right to regulate student dress that is a distraction to learning is of questionable decency or creates a health or safety hazard.

**Improper Dress:** Examples of dress that are considered inappropriate for school include but are not limited to the following:

- Hats or other head coverings in the building during school hours, exceptions; "Hat day"
- Costumes or capes
- Clothing that promotes the use of alcohol or drugs
- Clothing that promotes sexual promiscuity
- Clothing with distracting holes
- Contacts that significantly change the normal appearance of student's eyes
- No cleavage should be visible whether the student is seated or standing
- Backs of the tops should not fall below the shoulder blades
- No strapless tops
- Tops need to cover all bra parts—this includes cutting large arm holes for t-shirts!
- The tops should be long enough to not show his/her tummy or lower back

All shirts worn underneath overalls or jumpers should follow the above stipulations. A student wearing clothing deemed to be inappropriate will be asked to change and not wear that particular outfit to school again.

## **CONDUCT**

**Respect:** The climate of Minneapolis Jr/Sr High School depends largely on how students and faculty respond to each other. Students and employees are expected to treat others with respect. Conflicts must be handled in a dignified manner with a focus on toleration, acceptance and understanding for other people's point of view. Bullying of any kind is not tolerated. Bullying is defined as behavior that is aggressive and includes:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

**The school will assume that any bullying behavior has the potential to be repeated.**

**Public Displays of Affection:** Public displays of affection are not a part of the school curriculum and such displays of affection embarrass others and are inappropriate in the public school setting.

**Items of Value:** All articles of value not needed for school use should not be brought to school. The school is not responsible for the loss of any articles. All students will be given a locker to secure valuables or they can be left in the office until the end of the day. (See Locks and Lockers)

**Sexual Harassment of Students:** Sexual harassment will not be tolerated in Minneapolis Jr/Sr High School. Sexual harassment of students of the district by other students or any adult connected with the school is strictly prohibited. Any student who believes that he/she has been subjected to sexual harassment may complete a complaint form and/or discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. Any report not made in good faith or made with malice is also a violation of this policy. When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual. Sexual harassment may be the result from verbal or physical conduct or written, or graphic material. Sexual harassment may include, but is not limited to: verbal harassment, or abuse of a sexual nature; pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications; unwelcome touching or lewd behavior. Complaint form can be viewed at the following link. [Complaint Form](#)

**Damage to Property:** Any student found to have defaced, damaged, or stolen school property or any student who is found to have harmed another person's property during a school activity or school day will be responsible for replacing the item or its current cash value. The student will be subject to In-School-Suspension and the local law enforcement will be involved when necessary.

**Bus Behavior:** USD #239 North Ottawa County recognizes the contribution and assistance that can be provided to district patrons and students by the operation of a district transportation system. The guidelines below describe minimum expectations for the behavior of students while being transported. Students not meeting these expectations will be dealt with in the following manner:

Following the first misconduct report, parents and students will be warned either verbally or in writing. The second misconduct report will result in an automatic suspension of bus riding privileges (including athletic practice buses). The 2<sup>nd</sup> offense will result in a 5-day suspension of bus riding privileges; 3<sup>rd</sup> offense will result in a 10-day suspension; 4<sup>th</sup> offense will result in a 15-day suspension; 5<sup>th</sup> and successive offenses, a suspension for the remainder of the semester. Any steps of this disciplinary procedure may be deleted providing the misconduct is of a more serious matter. Principals will rely exclusively on the bus driver reports in implementing disciplinary procedures. Special needs students will be disciplined according to state and federal guidelines. Loss of bus riding privileges for activity and athletic trips will be handled on a case-by-case basis as determined by the

administration. Bus rules are specified at the start of each school year and are in written form in the bus barn.

**Possession of a Dangerous Weapon:** The possession of a firearm, a knife, or any other implement that is traditionally used as a weapon is strictly prohibited. Students who violate the policy will be subject to a 3, 5, or 10 day out-of-school suspension and a hearing for a possible long-term suspension.

**Plagiarism:** If a student is found guilty of plagiarizing a significant portion of a specific assignment, the student will receive a zero for the assignment. The student must redo the assignment in order to have the possibility of passing the semester, but the zero remains. The second offense will result in the same zero, with the added condition of a meeting between the student, teacher, administrator, and parent. The third offense will result in no credit, and a 3-day out of school suspension. Any further offenses will be treated at the discretion of the administration and teacher. Offenses will be tracked throughout the student's high school career.

**Tobacco- Including Electronic Devices:** The possession of tobacco products by students on school grounds is strictly prohibited. Students who violate the policy will be subject to the following:

- 1) For the first offense, the student will receive two (2) days of out-school suspension, which would include successful completion of a tobacco use cessation information packet.
- 2) Parents would be notified by email and phone and parental assistance requested. The police will be notified and a citation issued.
- 3) For the second offense, the student will receive three days out-of-school suspension and a conference with the parents. The police will be notified.
- 4) For the third offense, the student will receive five days out-of-school suspension. The police will be notified.

**MJSHS does not condone the use, possession or selling of illegal drugs or substances. There will be random visits by authorities with K-9 Units in an attempt to keep our facilities free of illegal drugs and safe for our students, staff and families.**

# **STUDENT DISCIPLINE POLICIES**

## **Disciplinary Procedures**

It is the philosophy of the Administration and the Board of Education of District 239 that students should conduct themselves in such a way so as to be a credit to the school and community. The policies the school has in place are to assure this school district is safe for all students. Violations of any policy but especially bullying, sexual harassment and discrimination of any kind will be addressed in accordance with this section.

In order for the students to be aware of what is considered acceptable conduct, this Student Conduct code has been established in conjunction with the following quoted legislation:

KSA 72-6114: Grounds for suspension or expulsion; who may suspend or expel.

The Board of Education of any school district may suspend or expel, or by regulation authorize any certificated employee or committee of certificated employees to suspend or expel, any pupil guilty of any of the following:

- (a) Willful violation of any published regulation for student conduct adopted or approved by the board of education;
- (b) conduct which substantially disrupts, impedes or interferes with the operation of any public school;
- (c) conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;
- (d) conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;
- (e) conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or
- (f) disobedience of an order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

The following disciplinary procedures are available when school policies have been violated but are not necessarily used entirely in the following sequence. Note that selected violations of the student conduct code means the student is choosing to have pre-set consequences enforced. Though there is a need for some administrative discretion, these and other disciplinary consequences are to be enforced uniformly and fairly for all. Other preset consequences could be added as necessary and a policy of progressive consequences will be enforced for those with multiple violations. All violations are subject to suspension of one to five days depending on their severity. These procedures are based on a belief that students "can and must" control their behavior while allowing for some possible mistakes in the learning process.

When a violation of policy occurs, and is observed by a staff member, that staff member will send the student(s) to the office and will document the incident on the discipline

report form as soon as possible. The designated school official will assign the proper consequence, and depending on the severity of the offense the principal will email the discipline report or call the parent/guardian to the email/phone number we have on file. The teacher, student, parent, and office will receive a copy.

When a student reports an incident of being harassed in any form, whether it be sexual, racial, religious, bullying or the potential to be bullying they will fill out our student complaint form prior to meeting with the designated school official or with the designated school official. These forms can be found on our website, office, and hallways throughout the school. [Complaint Form](#) The designated school official will then investigate the incident by interviewing any students who may have witnessed the incident. The designated school official will then interview the accused. Once the facts are gathered and all parties have been interviewed the designated school official will determine whether the accused is guilty or innocent. Both the victim and the perpetrator's parents will be notified. All calls and statements will be documented and kept with the designated school official. Parents may also report an incident that happened to their student on school grounds for investigation.

Incidents not related to school can still be reported by parents or students, documentation will be kept with the designated school official to help deter the out of school incident to spill over into the school. You can call, email or use our complaint form Board Policy KN which can be viewed at the following link. [Complaint Form](#)

Discipline is assigned based on a cumulative point system. See Types of Discipline below and Descriptions of Violations on page X.

When cumulative points reach 45, a short-term suspension or an expulsion hearing is required.

**Detention:** Teacher-assigned detentions are to be served with the teacher at a time determined by the teacher. The student shall report to the teacher's seminar period on the day that detention will be served. Failure to serve will result in a referral to the office and one day of in-school suspension. Office assigned detentions are served in the detention room after school Monday through Thursday 3:15-3:45pm. Once a teacher passes detention/office referrals on the administration, the administrator will be responsible to carry out the necessary disciplinary actions.

**Out-of-Class Suspension:** The student will be assigned for controlled study in the ISS room only during the class period in which the behavior violation occurred—up to three class periods.

**In-School Suspension:** The student will be assigned for controlled study in the In-school Suspension Room (ISSR) for up to five days or pending a parent conference. Should the use of ISS prove an ineffective consequence, administrators may deem it necessary to use out-of-school suspension.

**Short-Term Suspension:** This suspension will be a one to five-day suspension from school to afford the student, parents, and school the time needed to give careful study to the behavior problem. Homework during this time will be accepted. The conference will include at least two certified employees, but can have as many as the offense warrants. One of the two certified employees will be the building principal or assistant

principal and the other will be the school counselor or school social worker. Documentation of the conference will be retained and signed by all parties in attendance. It will also include cumulative points to date.

**Extended Suspension or Expulsion from School:** This suspension will be for a five-day period, with a formal hearing provided not later than the last day of the five-day suspension, to determine whether the suspension will be extended or expulsion from school will be made. Homework during this time might be accepted.

**Discipline Point System:**

CLASS A	45 points
CLASS B	20 points
CLASS C	10 points
CLASS D	5 points
Non-Classified	.0-5 points

Offenses will be classified and discipline administered according to the nature of the offense. Accumulated points will be used in consideration of expulsions. The school will request an expulsion hearing when a student's points accumulate to 45.

The process of the hearing can be found in Board Policy JDD at the following link. [Expulsion/Long-term Suspension Hearing Process](#)

**Discipline Points:** For 7<sup>th</sup> and 8<sup>th</sup> Grade students points will accumulate for the years in Junior High. If a 7<sup>th</sup> or 8<sup>th</sup> Grader reaches 45 points in one year they will receive a short-term suspension or an expulsion hearing. Once a 7<sup>th</sup> or 8<sup>th</sup> grade student reaches a total of 75 points that they accumulated over two years they will receive a short-term suspension or an expulsion hearing.

9<sup>th</sup> graders will start with zero points; however, for 9<sup>th</sup>-12<sup>th</sup> grade students the points will accumulate each year. If in any one year a student reaches 45 points they will receive a short-term suspension an expulsion hearing. If at any time they have two consecutive years that accumulate 75 points they will receive a short-term suspension or an expulsion hearing, and if they receive 100 points accumulated over their four year period, they will receive a short-term suspension or an expulsion hearing.

At any time a student reaches 20 points a parent will be contacted and will receive a history of consequences. Once a student reaches 35 points there will be a conference with the parent and student. Any student at 35 points or above will have the opportunity to deduct five points if they are able to remain consequence free for 60 school student contact days.

Short-term suspension will be for Class C, D, and non-classified offenses, upon return the student will be granted another 20 behavior points, if they reach the 20 points there will be an expulsion hearing.

Expulsion Hearing is required for students reaching the max points due to a Class A or B offense. Upon returning to school the student and parent will sit down with the principal or assistant principal to discuss steps moving forward.

## **Descriptions of Violations:**

### **CLASS A: Extended Suspension or Expulsion from School**

This suspension will be for a five-day period, with a possible expulsion or extended suspension. Upon notification of suspension (and pending expulsion), the student may be instructed to leave the campus immediately, will be escorted off campus if necessary, or will be escorted to a locker/classroom to get personal belongings. If a parent cannot be reached, the student will be placed in ISS for the remainder of the day and will not be allowed to return pending an expulsion hearing. Authorities will be contacted when action violates local, state, or federal law.

**Action Causing Student, Teacher, Or Staff Physical Injury:** Any intentional action that results in an injury requiring medical treatment.

**Aggravated Battery and Assault:** Threatening or striking another individual with a weapon or any fight where it is two on one or more. [Please read our Emergency Safety Intervention Policy.I](#)

**Aggressive Physical Contact Directed at Faculty or Staff:** Any action in which contact is made with a school employee in an intentional manner so as to cause harm or intimidate.

**Extortion:** To obtain services, property, or money by threatening someone.

**Fire Code Violations:** To include but are not limited to false alarms, setting a fire, possession or detonation of explosive devices, possession or use of fireworks, or any other violation of fire code.

**Grand Larceny:** Theft of property or money in excess of \$250. USD #239 will expect restitution for district property.

**Possession of Weapon:** Having in one's possession any item whose primary purpose is to cause harm, i.e. guns, knives, martial arts weapons, etc.

**Rape Or Attempted Rape:** Non-consensual sexual activity, attempt of nonconsensual sexual activity, or any type of sexual activity in which one of the participants is under the age of 16.

**Selling of Illegal Substances:** Selling of any controlled substance, i.e. drugs, intoxicants, etc.

**Terroristic Threats:** To make serious threats against a person, a person's family or property.

**Vandalism:** Willful destruction of property which causes in excess of \$250 in damages. The student will be expected to make restitution as part of the penalty for such action.

### **CLASS B: Short-term Suspension from School**

This suspension will be a two to five day suspension from school to afford the student, parents, and school the time needed to give careful study to the behavior problem. A parent will be expected to attend a conference prior to the student's return to school.

The conference will include at least two certified employees, but can have as many as the offense warrants. One of the two certified employees will be the building principal or assistant principal and the other will be the school counselor or school social worker. Documentation of the conference will be retained and signed by all parties in attendance. It will also include cumulative points to date.

**Fighting:** To strike another person. Aggressive physical contact is considered fighting. [Please read our Emergency Safety Intervention Policy.](#)

**Gambling:** To organize or participate in gaming where chance, consideration, and winning something of value occur.

**Harassment:** Harassment shall be considered the use of words or deeds to cause another student or group of students to feel uncomfortable. Three categories of harassment are defined:

#### **A. General**

Treatment of others, either in word or deed, that causes, or may be considered to cause, discomfort, embarrassment, or fear. Activities related to imitation or hazing are considered a form of harassment. Bullying of any kind is not tolerated. Bullying is defined as behavior that is aggressive and includes:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

**The school will assume that any bullying behavior has the potential to be repeated.**

#### **B. Racial**

1. Treatment of a student differently on the basis of race, color, or national origin in the context of an educational program or activity without a legitimate, nondiscriminatory reason so as to interfere with or limit the ability of the student to participate in or benefit from the services, activities or privileges by the recipient.
2. Harassing conduct (e.g., physical, verbal, or graphic) that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities or privileges provided by a recipient.
3. Treatment that effectively causes, encourages, accepts, tolerates or fails to correct a racially hostile environment.

4. For the entire policy please refer to Board Policy JGECA by clicking the following link. [Racial Harassment Policy](#)

### **C. Sexual**

Sexual harassment is defined as "behavior expressed in words, pictures or actions that is offensive to a person, involving issues of sexuality, that is not welcomed and may be embarrassing or uncomfortable for the victim to experience that is one-sided, is about power, and a violation of board policy and federal law. The Sexual Harassment Board Policy JGEC can be viewed at the following link. [Sexual Harassment Policy](#)

### **D. Social Media**

Treatment of others, either in word, picture or deed, that causes, or may be considered to cause, discomfort, embarrassment, or fear. Facebook, twitter, texting and any other social media types of communication.

### **E. Religious Harassment**

No religious belief or non-belief shall be promoted or disparaged by the district or its employees. Students and staff should be tolerant of each other's religious views. Students and staff members may be excused from participating in practices contrary to their religious beliefs unless there are clear issues of overriding concern which prevent it. To review Board Policy please click here. [Board Policy IKD](#)

Incidents of harassment shall not necessarily be immediately classified as a Class B. The incident will be immediately assessed by the designated school official and will be assigned an offense level which carries have the following minimum consequences:

1st offense: Written Warning, peer mediation, 60 minute detention

2nd offense: 1-day in-school suspension (Class C)

3rd offense: 3-day out-of-school suspension (Class B)

4th offense: 5-day out-of-school suspension with a due process hearing scheduled with recommendation for long-term suspension/expulsion (class B)

\*In all incidents both the victim and perpetrator parents will be called.

**Some offenses may warrant the Designated School Official to assign a harsher consequence than the minimum prescribed above.**

**Petty Larceny:** Petty Larceny is the unlawful taking and carrying away the property of another individual (under \$250). USD #239 will expect restitution for district property.

**Reckless Endangerment:** Conduct that might place an individual or group of individuals in danger of being injured. Violations include, but are not limited to: possession of an instrument of endangerment; making telephone or cellular calls or originating electronic pages or emails during a crisis situation or crisis drill; placing of false emergency calls.

**Sexual Activity:** Intimate contact with self or others.

**Show of Disrespect by Word/Act/Symbol:** Show of disrespect includes inappropriate use of language, hazing, or harassment directed toward any one person or group of individuals or any gesture that is deemed to be of an inappropriate nature directed towards any one person or group of individuals. Behavior includes, but is not limited to, poor sportsmanship, displaying bandanas or flags representing hate groups, gang affiliation, or symbols of other such groups.

**Substance Use or Possession:** The possession, use, or influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, stimulant, depressant, marijuana, alcoholic beverage, cereal malt beverage, or intoxicant of any type or paraphernalia associated with use of such substance. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule, as long as the student has followed proper procedures by registering the medication with the health room.

**Tobacco Use or Possession:** Possession or use of any kind of tobacco. Possession or use of any paraphernalia associated with tobacco use.

**Vandalism:** (Up to \$250) A pupil who steals, willfully destroys or defaces school property will be expected to make restitution as part of the penalty for such action.

**CLASS C:** In-school Suspension, Saturday School, or Short-term Suspension.

**Defiance/Disrespect Of Teacher:** Student behavior so exaggerated that its intent or result leads to disruption and disorder in the learning environment.

**Disruption Of School Or School Facilities:** Action that results in the disruption of the normal school day or the normal operation of school facilities. Violations include, but are not limited to: using electronic equipment that detracts from the learning environment; dispersing of chemicals with the intent to disrupt.

**Verbal Confrontation:** Verbal conflicts that are disruptive will not be permitted at school, on school grounds, on school buses, or at school sponsored activities. Drawing a crowd will be considered disruptive.

**Harassment: Second Offense (See Harassment definitions above)**

**CLASS D:** Detention, Out of Class Suspension, In-school Suspension, or Short-term Suspension.

**Academic Dishonesty:** Documented student behaviors involving plagiarism, cheating, passing off the work of others as their own.

**Failure to Comply with a Reasonable Request of a Faculty or Staff Person:** Failure to abide by a reasonable request made by any faculty or staff member in the classroom, or school grounds, or at a school related activity.

**Inappropriate Verbal or Nonverbal Communication: (Harassment)** constitutes the first offense of harassment. First time offense is use of inappropriate verbal and/or nonverbal communication on school grounds. Inappropriate communications

include profanity, sexual innuendos, racial slurs, any display of illegal or illicit substances.

**Theft (under \$25):** Theft is the unlawful taking and carrying away the property of another individual. USD #239 will expect restitution for district property.

**Truancy:** The student is absent without authorization from scheduled classroom placement.

**Vandalism/Defacing of Property (less than \$25):** Willful destruction of school property or property of others with replacement or repair cost of \$25 or less. The student will be expected to make restitution.

**OTHER BEHAVIOR VIOLATIONS:** Detention, in-school suspension, or short-term suspension

**Excessive Tardies:** Students who accumulate four or more total tardies shall be considered excessively tardy by administration.

**Failure to Serve Assigned Detentions:** Students are required to serve detentions as assigned by faculty, staff and administration.

**Food and Drink Violations:** Food and drink in the classroom is discouraged; however, it will be allowed at teacher's discretion. Some areas will be off limits as designated by teachers or administration including the auditorium, computer labs, library, general technology shops, science labs, and gymnasium floors.

**Inappropriate Assembly Behavior:** Inappropriate assembly behavior shall include but not be limited to booing, hissing, throwing items, and loud talking while performance is being given. Such behavior will not be allowed.

**Inappropriate Display of Affection:** Acts of affection beyond those normally accepted in most public settings.

**Inappropriate Dress:** All clothing and adornments must be in good taste so as not to interfere with the learning process. Inappropriate clothing would be considered those items that are revealing, contain profanity or sexual connotations, or promote alcohol, drugs, tobacco, or violence. Kansas State Law requires shoes to be worn. Hats are not to be worn in the buildings.

**Inappropriate Use of Technology:** Inappropriate use of these Computers/Internet/Phones will result in the cancellation of those accesses or other disciplinary action by school officials.

**Rowdy Behavior:** Rowdy behavior shall include but not be limited to shoving, playing tag, throwing balls, and running in the hallways.

**Weather Related Offenses:** The student will refrain from throwing snowballs/ice, throwing other individuals into the snow/ice, shoving other individuals into water puddles/mud, or splashing others. Jumping in intentionally, followed by a request to go home, is in violation.

**Discipline Summary Chart**

CLASS A OFFENSE	Consequences	Points	Police
Intentional Action Causing Medical Treatment	Ext. suspension (2-5 days); Hearing expulsion from school	45	X
Aggravated Battery or Assault			X
Extortion of Services, Property or Money			X
Fire Code Violations			X
Grand Larceny (theft >\$250)			X
Possession of a Weapon			X
Rape or Attempted Rape			X
Selling or Distributing Illegal Substances			X
Terroristic Threats			X
Vandalism (>\$250, restitution expected)			X
CLASS B OFFENSE	Consequences	Points	Police
Drug/Alcohol/Tobacco Violations	Short-term suspension (2-5 days); Parent conference prior to return	20	X
Fighting or Aggressive Physical Contact			X
Gambling			
Petty larceny (theft <\$250)			
Harassment			
Reckless Endangerment			X
Sexual Activity			
Show of Disrespect by Word or Deed			
Vandalism (<\$250, restitution expected)			
CLASS C OFFENSE			Consequences
Defiance or Disrespect of Faculty/Staff	In-school Suspension; Saturday School; Short-term suspension	10	
Disruption of School or School Facilities			
Verbal Confrontation			
Failure to Complete Saturday School Assignment			
CLASS D OFFENSE	Consequences	Points	
Academic Dishonesty	Detention; In-school Suspension; Saturday School; Short-terms Suspension; Out-of-class Suspension	5	
Failure to comply w/Reasonable Request			
Failure to Serve			
Inappropriate Communications			
Theft (<\$25)			
Vandalism or Defacement (<\$25)			
NON-CLASSIFIED OFFENSE	Consequences	Points	
Excessive Tardies (4+)	30-Minute or One (1) hour Detention; Saturday School Assignment; In-school Suspension; Short-term Suspension	0 – 5	
Food/Drink Violations			
Inappropriate Assembly Behavior			
Inappropriate Display of Affection			
Inappropriate Dress			
Inappropriate Use of Technology			
Visibility of Electronic Equipment			
Rowdy Behavior			

## **Bullying Plan**

The MJSHS Bullying Plan addresses bullying on all parts of school property, in school owned or leased vehicles, and at all school sponsored events. The BOE, administration, faculty, staff, community members, and students will be given input into an annual review of this plan.

1. Bullying posters will be placed in classrooms, hallways and other high traffic areas around the school. These will be educational reminders for all who enter our building.
2. Each school year there will be a minimum of two assemblies for students and staff to promote an anti-bullying climate.
  - a. We will meet annually, in August, with the incoming seventh graders and new students to our school during the new student orientation for an introduction of our bullying plan.
  - b. Each school year we will bring in an outside speaker/presentation to address our student body in regard to bullying topics.
3. STUCO members will combine forces and address the student body with anti-bullying and prevention activities for the student body. These activities will take place during seminar period at the end of the school day every other Monday. These students will address subjects such as awareness of potential bullies, potential victims, recognition of when they are bullied, bullying types: emotional, physical, and cyber.
4. Students or parent/guardian can report incidents of bullying (including any type of harassment) using the [Complaint/Bullying Form](#). All reports will be investigated by the designated school official. Results of the investigation will be documented and reported to the student (or parent/guardian).
5. Our bullying plan will be using a random survey as a method of evaluation. The survey will be administered at all levels: students, teachers and staff, parents, and site council.

## **PARTICIPATION ISSUES**

There are many activities a student may be involved in at Minneapolis Jr/Sr High School. It is hoped that each student will become involved in one or more activities that will encourage him/her to gain a greater understanding of working with others while developing personal talents. The following pages outline issues that pertain to curricular and co-curricular activities.

### **Day of Event**

Attendance on days of extracurricular or co-curricular is expected unless prior approval has been granted by the administration. Students who are sick, should arrive by 11:30am to be available for participation.

**Sunday and Wednesday Activities:** USD 239 will prohibit all school-related activities on Sundays and after 6:00 pm on Wednesdays, except for those with the expressed consent of the USD 239 Administration. Activities granted permission under this rule can not be mandatory. This includes activity/athletic practices, open gyms, scrimmages, games, and or any other event that MJSHS staff coaches or supervises.

**Graduation Exercises:** Students who have completed the graduation requirements for the State of Kansas and USD#239 will be allowed to be a participant.

**Bus Travel:** Students will be expected to ride to school activities via school transportation. Students using school transportation must return via the same means. Exceptions during return trips will be made when:

- 1) The student is released directly to the parent.
- 2) The student has written permission from his/her parents to return home via another means of transportation (another adult family or friend of the family) **THIS MUST BE TAKEN CARE OF IN ADVANCE.** Boy/Girl friends will not be approved. Students will always be expected to ride school transportation to a school activity. Exceptions must be cleared in advance through the principal and documented in writing.

**Dance Regulations:** The following regulations apply to all MJSHS dances.

- 1) Students will be admitted only during the first hour of the dance.
- 2) Once a student leaves the dance they will not be permitted to return.
- 3) All school rules regarding conduct will apply during the dance.
- 4) Only non-student dates signed up in the office prior to the dance will be admitted as guests.

**Class Officers:** Student eligibility to sign up for class officer elections.

- 1) Freshman: All Freshman will be allowed to sign up for class officer positions.
- 2) Sophomore-Senior: In order to sign up for class officer elections, each student will need to have acquired the necessary class points from the previous year(s). New students to our school will be allowed to sign up for class officer elections. However, they will not be eligible for President of the class until they have attended previously. They would immediately be eligible for VP, Secretary, Treasurer, and Stuco Rep.
- 3) Foreign Exchange students would not be eligible to hold a class office, unless that office is Stuco Rep.

**Class Point System:** The following outlines the MJSHS class point system that was revised in May of 2016. The point system is used to determine a student's eligibility for Jr/Sr Prom and Senior Trip. Juniors will need 14 points to be eligible for prom. Seniors will need 21 points in order to be eligible for the senior trip.

Concession Stands	1 pt./shift, 1 pt. for clean-up (need a min 2 shifts/year)
Homecoming Activity	1 pt. school day work, other pts need to be after school day; cap of 3
Lionbacker/OCWC Tournament	1 pt maximum

Junior Prom Decorating activity; 2 pt.cap)	1 pt. ( <b>Juniors must</b> earn 1 pt. from a school day Prom activity; 2 pt.cap)
Chocolate Bar Sales	1 pt. for every box sold; seniors <b>ONLY</b>
Buy a point	1 pt for \$10; with cap at 1 per year- Soph. can buy 2, Jr buy 3; etc
<b>Penalties:</b>	-1 pt. for not showing up when signed up for an event shift

**Other Point Considerations**

- Points cannot be carried over from year to year. Example: extra points earned in Junior year may not be used for Senior point requirements.
- Students must earn their own points.
- All past dues and points have to be cleared before going to prom (junior year) or on the senior trip
- Transfer students will have points and dues prorated according to the length of time enrolled at MJSHS.

<b>Points needed per year:</b>	Freshman	4 pts	Sophomore	4pts
	Junior	6 pts	Senior	7 pts

All **class dues** will be paid in the office.

\*Any point disagreements will be decided by a meeting of Administration, Student and Class Sponsors

**Activity Participation and Suspensions:** According to the Kansas State High School Activities Association, students who are members of any organization representing Minneapolis need to be in good standing with the school. Any student receiving an out-of-school suspension of any length will forfeit the right to compete in or observe any contest until the suspension is completely served. If days of suspension extend through a weekend time period, weekend activities are suspended. Coaches and sponsors are expected to enforce training rules that include, but are not limited to, consequences for suspensions and missed practice time.

**Minneapolis Sr High School Eligibility Policy:**

For students involved in extracurricular events, MJSHS will offer Homework Club each Wednesday at 7:25am and 3:15pm. All students with one or more F will be directed by their teacher and coach to attend a session. Students not involved in KSHSAA activities will be asked and encouraged to attend. Students who fail to attend are subject to loss of participation opportunities. An academic meeting with staff, students, and parents can be made to develop a plan of improvement with students who are continually ineligible.

A grade report of all high school students will be run on every Monday following the first full week of classes. A student will be ineligible for outside curricular and extracurricular activities from the Tuesday morning following the Monday grade report until the Tuesday morning of the next week at which time a new ineligibility report will be run. Students are still allowed to attend practices but will not be allowed to travel to away events with any school group while ineligible.

Students will be deemed ineligible for all outside curricular and extracurricular activities that a grade is not attached when:

1. A student has 2 or more F's in his/her coursework at the same time.
2. A student has 1 F in the same class for 2 weeks in a row.

-Students and Staff will be notified of ineligibility on Monday mornings after the report is run. Students will be required to notify their parents of their ineligibility.

-Activities excluded from this policy include but are not limited to the following:

1. Homecoming Activities
2. Class Campus Visits
3. Community Service Day
4. Senior Trip

### **Minneapolis Jr High School Eligibility Policy:**

Minneapolis Junior High will monitor a weekly eligibility policy. The week after the first competition week for fall sports, all participants will need to be passing all classes. Any students who are not passing all seven classes will be notified on the first school day of the following week, Monday or Tuesday. Parental notifications will not be mailed. We will allow the students to notify them, or the grades can be visible in GoEdustar.

Upon notification, the student will get a blue eligibility card. This card will need to be signed by each teacher before reinstatement. As soon as this card is signed, the student will regain eligibility. Signed cards will be submitted to the assistant principal or principal and the coach will be immediately notified. Ineligible students may not leave school early for away games.

The ineligible period will not begin until Wednesday of the week. Students notified on Monday are not ineligible until Thursday. This allows time for them to seek support or make a plan to get grades in order prior to missing a competition.

### **ACE (Academic Course Enrichment):**

Beginning on Wednesday, the first full week of school, MJSHS will implement ACE. Students with all C's or higher in the 9-12 building will be allowed 8th hour off. Students 10th-12th will be allowed to leave campus. Others may visit the library, old gym, sit at the gazebo, or visit another teacher with permission. Students with D's or F's will stay in 8th and work or be allowed to see a teacher for the class of low grade. Failure to stay in class as directed, parents will be notified and the student will stay until 5:00pm on the following Monday.

**Code of Ethics:** The following are behavior guidelines for competitors and spectators during interscholastic activities.

**Team:**

- 1) Support other league teams when not in competition with them.
- 2) Treat opposing players with courtesy and respect.
- 3) Players will respect the host school's property.

**Student Spectators and Cheering Section:**

- 1) Cheering when an opposing player fouls is unsportsmanlike.
- 2) Distractions during a foul shot are prohibited.
- 3) Mechanical noisemakers disturbing to players or fans are prohibited.
- 4) Minneapolis students will be courteous to the other school's cheering section, pep band, and fans.
- 5) Minneapolis students and cheerleaders will locate themselves to the area assigned by the host school.
- 6) Minneapolis students will respect public property of other communities.
- 7) Stomping on bleachers is not advised.

**Attitude Toward Officials:**

- 1) Treat officials courteously; both schools have agreed on them.
- 2) Booing and disorderly conduct by spectators and players toward officials are marks of poor sportsmanship.
- 3) Official's decisions are final, so accept them.

The administration of North Ottawa County USD #239 feels that the above rules are for the best interests of athletes and strongly urge players and spectators to join in observing them. Enforcement will be left to the discretion of the principal and/or activities director.

**Cancellation of school and other activities:** USD 239 North Ottawa County utilizes Thrillshare as a contact resource in the event of bad weather. At enrollment you may submit your designated contact phone number for automated calls for changes in the school day due to bad weather or other circumstances. Students are expected to attend school unless an official announcement is made. You may also check the following stations before calling the school or check the website of: [www.usd239.org](http://www.usd239.org) :

KSAL	1150 AM Radio	Eagle	99.9 FM Radio	KY	94 FM Radio
KINA	910 AM Radio	KZBZ	104.9 FM Radio	KWCH	TV (Channel 12)

## **MEDICAL AND HEALTH ISSUES**

**Medication:** The goal of medication during the school hours is to allow the student to participate at fullest capacity. In order for the school to dispense medications, the school health office must have the following:

### **Prescription Drugs:**

- 1) 'Permission for Medication' form signed by parent and Physician
- 2) Medication in the original container
- 3) Initial dose of medication already given and monitored by parent for reactions
- 4) Any changes in medication, dose, route, or frequency will require a new permission form signed by parent and Physician

### **Non-Prescription Drugs:**

- 1) 'Permission for Medication' form signed by parent
- 2) Medication in the original container
- 3) Initial dose of medication already given and monitored by parent for reactions

\*Non-prescription (over the counter) medication will be given no more than 3 consecutive days without a written order from a physician.

\*Medications not approved by FDA, such as essential oils, will not be administered by the school unless a med permission is signed by a parent and Physician.

**Note:** Prescription and non-prescription medication should not be in the control of a student at any time. If you and/or your doctor feel medication is required or warranted, an adult should bring the medication to the school office.

**Inhaler and Epi-Pen Medication Contracts:** Students in grades 7-12 needing to carry their prescribed inhalers or Epi-Pens with them may do so by completing a Self-Administration Contract. This includes students who need their inhalers or Epi-Pens during extra-curricular activities. See the District Health Nurse for a contract.

**Head Lice:** If a student is found to have head lice at school, they are allowed to stay the remainder of the day. They will not be allowed to return to class until the appropriate treatment consisting of an anti-parasitic shampoo and hair combed through with a lice comb has begun. Students can be in school with nits. If families need help with where to purchase or what to purchase for treatment please ask your district health nurse. Check your child's hair regularly for lice. If head lice or nits are discovered, please notify the building principal or district health nurse.

**Accident, First Aid, Insurance:** In case of an accident, basic first aid will be administered for minor injuries. Parents will be notified in the event of a more serious injury. If, in case of an emergency, parents cannot be reached, your primary care physician will be notified. The district has a secondary student accident insurance policy, which covers expenses not covered by an individual student's family policy. Please request the forms should your child have an accident at school.

**Health Assessments/Physicals:** All students engaged in KSHSAA athletic activities, cheerleading, and physical education must have a current physical prior to participating.

Students involved in these three areas shall be required to have a physical examination every year and give a copy of this physical to the school.

**Health:** Students who are ill should never be sent to school. If a student is running a temperature of 100 degrees, they are to remain home until they have been fever free for 24 hours without any fever reducing medication. If your student is vomiting, they are to remain home until 24 hours after vomiting unless told differently by the school health nurse. If your child has a rash or infectious-looking skin disorder, the school nurse has the right to ask the parent to obtain a doctor's note indicating the child is not infectious and can remain in school.

**Immunizations:** Kansas Law (K.A.R. 28-1-20) requires that every pupil enrolling in any school shall present certification from a physician or local health department that the pupil has received the following immunizations:

- ❖ 5 DTAP
- ❖ 1 TDAP Grade 7-12
- ❖ 4 Polio
- ❖ 2 MMR
- ❖ 3 Hepatitis B
- ❖ 2 Varicella

If your child has already had the chickenpox disease - a note is required verifying this from your physician.

- 2 Hepatitis A Grade K-12
- 2 Meningococcal Serogroup A, C, W, Y: #1 Grade 7; and #2 Grade 11

*Legal exemptions to the immunization laws are found on the Kansas Certificate of Immunization. See the District Health Nurse for more information.*

**Dental Inspections** Kansas Law (KSA 72-6251) states that school districts are required to provide for free dental inspections annually for all children.

**Hearing Screening:** Kansas Law (K.S.A. 72-6229) states every pupil enrolled in the school shall be provided basic hearing screening the first year of admission and not less than once every three years thereafter.

**Vision Screening:** Kansas Law (KSA 72-6242) states every pupil enrolled in school shall be provided basic vision screening annually for every child participating in IDEA part B programs; at least once each school year for students enrolled in kindergarten and each of the grades 1 – 3, grades 5, 7, and 10; and, within one year of admission for every student who newly enrolls in the district.

**Meal Substitution Form:** In order for the school to provide meal substitutions for allergies or intolerances for your child we must have an order from the doctor stating what foods need to be omitted from the diet and what substitutions need to be made. The school has an appropriate form to be filled out and should be requested when a substitution is needed. This form must be updated whenever the medical provider changes the student's diet. It is recommended that the diet be re-evaluated annually, but not required. Without this update on file with us we will not receive government reimbursement and your child will not receive any substitutions.

**Wellness Policy Guidelines:** The sale of Foods of Minimal Nutritional Value is not allowed on school property in areas accessible to students.

- In elementary and middle schools
- In secondary schools until after the end of the school day

**Vending Foods**—All items offered meet all of the following guidelines per selling unit:

- Fat—except for nuts, seeds and nut butters, 35% or less of total calories from fat (or less than 4g per 100 calories)
- Sugar—except for fruit without added sugar, 35% or less of weight from total sugar (or less than 9g per 100 calories)

**Vending Beverages** are limited to:

- Water, non-caloric
- Only Low-fat (1% or ½%) and/or skim (nonfat) milk
- Soy or rice beverages with 35% or less of weight from total sugar (or less than 9 g per 100 calories)
- 100% juice
- Electrolyte replacement beverages that contain 48g or less of sweetener per 20-ounce selling unit may be offered in drink machines located near high school athletic training centers.

All school employees serve as positive role models by adhering to the Exemplary vending guidelines adopted for students.

**Guidelines for the Use of  
Professional Service Dogs and Emotional Support Dogs  
in North Ottawa County Schools**

**I. Professional Therapy Dogs - definition (also known as Emotional Support Animals)**

**A. Professional therapy dogs are dogs trained and tested to provide specific physical or therapeutic functions under the direction and control of a qualified handler who works with the dog as a team, and as a part of the handler's occupation or profession.**

1. A professional therapy dog has been temperament-tested by a trainer affiliated with an organization recognized as qualified to do temperament testing.
  - a. Such dogs, with their handlers, perform such functions in institutional settings, community-based group settings, or when providing services to specific persons who have disabilities.

**B. Professional therapy dogs have passed a Public Access Test administered by a trainer/evaluator recognized by USD #239 for this purpose.** (A list of approved trainers/evaluators is in the Educational Programs office.)

1. Handlers and their dogs will be administered the Public Access Test for re-evaluation during their first year of service and then every two years after.
  - a. The Public Access re-tests may be administered by a trainer/evaluator recognized by USD #239.
  - b. A certificate showing that the re-test has been taken should be kept in the handler's building and in the Educational Programs office.
2. Professional therapy dogs are owned by a professional educator in USD #239 who wishes to use a professional therapy dog to augment his/her educational program.
  - a. See attached *Therapy Dog Handler Ethics*

**C. Professional Therapy Dogs may be used in the school setting on a regular basis when the following documentation is in place:**

- 1. Administrative Approval**
  - a. The use of the animal or animals must be approved by the administrator of the building or buildings that the Professional Therapy Dog's handler works in.

- b. A letter stating this approval should be written and kept on file in the building. A copy should be sent to the Educational Programs office

2. Health Records

- a. The owner/handler must provide a record of annual vaccinations received by the dog and signed by a veterinarian; these health records should be kept on file in the school building and the Educational Programs office.
  - 1) The dog should receive rabies, a five-way parvo vaccination, and a bordatella vaccination annually.
  - 2) The dog should be given a comprehensive wormer or a fecal check for worms annually.
  - 3) The dog should be checked for external parasite control.

3. Temperament Test/Public Access Test Documentation

- a. A copy of the Public Access Test certificate of completion should be kept on file in the school building and the Educational Programs office.
  - 1) A certificate certifying that the handler and dog both passed the Public Access Test must be sent by the certifying institution directly to the Educational Programs office.
  - 2) Records of advanced obedience, agility, or other training may be kept updated in the employee's file.

**D. The privilege to bring the dog into the school setting may be terminated should the handler or dog behave in a way deemed unprofessional or unsafe.**

**E. When an educator uses a professional therapy dog according to the above guidelines, the educator will be covered by the Kansas Tort Claim Act and their private insurance policy.**

**Administrative Checklist for Therapy Dogs in North Ottawa County Schools**

(This information to be filed in the building or buildings that the professional therapy dog's handler works in and a duplicate of all documentation in the Educational Programs office)

- Administrative Approval**—A letter stating this approval should be written and kept on file in the building.
  
- Health Records**—Copy of annual vaccinations signed by the veterinarian.
  - Rabies, five-way parvo vaccination, and a bordetella vaccination.
  - Comprehension wormer or a fecal check for worms.
  - Check for external parasite control.
  
- Temperament Test/Public Access Test Documentation**—A certificate certifying that the handler and dog both passed the Public Access Test must be sent by the certifying institution directly to the Director of Business.

\_\_\_\_\_  
Building Principal's Signature

\_\_\_\_\_  
Date

# Professional Dogs USD 239

***Please return completed information to the MGS or MJSHS office***

Professional Dog Handler \_\_\_\_\_

Professional Dog \_\_\_\_\_

School(s) dog will be in during the normal school day \_\_\_\_\_

\_\_\_\_\_

Dog and Handler's Certification Date: \_\_\_\_\_

Name of Organization Certifying \_\_\_\_\_

Date for Re-certification \_\_\_\_\_

Emergency Contact Person and Phone Number for the Dog

1. \_\_\_\_\_

2. \_\_\_\_\_

Therapy Dog's Veterinarian \_\_\_\_\_

Principal's Approval Signature \_\_\_\_\_ Date

\_\_\_\_\_

---

## Health Care Records for the Dog

Dog's Date of Birth \_\_\_\_\_

Rabies Vaccination Date \_\_\_\_\_

Parvo/Distemper Date \_\_\_\_\_

Last Health Check \_\_\_\_\_

Worm Check \_\_\_\_\_

**Please attach a copy of the health records from your veterinarian including a photocopy of the rabies certificate.**



## North Ottawa County School District USD 239 Extra-Curricular Activities Substance Abuse Guidelines

North Ottawa County Schools, believe that school activities are a positive influence for students and the community. The expectation for all of our students is to be lawful in the conduct of their daily lives. Students who voluntarily represent North Ottawa County Schools in various activities are held to a high standard of conduct. The Extra-Curricular Activities Substance Abuse Guidelines reinforce the expectation of good conduct and positive representation of the District by students who participate in the District's activity programs.

Participation in extra-curricular activities as defined by KSHSAA and North Ottawa County District No. 239 is a privilege. This privilege is available to a student for as long as the student complies with District policies, Kansas State High School Athletic Association (KSHSAA) Rule 14 Bona Fide Student and coach/sponsor rules. Failure to comply with any of the guidelines will result in suspension of the privilege of participating in extra-curricular activities. These guidelines are an extension on the District's substance abuse policy as well as the KSHSAA policy concerning the use and abuse of alcohol, tobacco, and illegal drugs.

Under these guidelines, an offense shall mean the use, possession on their person, bag, or locker, disbursement, or being under the influence of alcohol, tobacco, inhalants, or any illegal drugs, during a participation period. As an extension of the District's disciplinary policies, any offense at school or at a school-sponsored activity will also result in appropriate District/school disciplinary action. Any student suspected of an offense shall be notified of the suspected offense and due process will be afforded to the student. The parent/guardian will also be notified. Appeals may be pursued through established school disciplinary policies.

Proof of violation of misconduct shall be defined as follows:

- Observance of violation by school staff or administration
- Direct reporting by parent of student involved
- Self-referral by student
- District canine search
- Notification by law enforcement of formal charges filed against student

*The district hires coaches/ sponsors to manage their activities. Coaches may have stricter rules than what is provided by these guidelines. If a coach or sponsor has stricter rules, those rules shall be provided to the student and parent by the coach in writing and returned to the coach signed by the parent prior to the start of the activity. The substance abuse guidelines provide a base line standard to which all extra-curricular programs will adhere. Coaches may go above and beyond these guidelines with full support from the administration and Board of Education. Students are expected to follow all written rules of the team activity in which they are involved.*

If a student participant is found to be involved with a controlled substance during the school year within the community, the following minimum consequences will be imposed:

### FIRST OFFENSE (ALL APPLY)

- A. Suspension from participation in extra-curricular activities for a minimum of 20% of the games in a regular season up to the remainder of one full season. The length of the suspension will be determined by the coach and building administrator.
- B. A conference with the participant, school administrator, coach/sponsor, and parents before reinstatement; and
- C. Fulfillment of any additional responsibilities required by the coach/sponsor before reinstatement.

**SECOND OFFENSE (ALL APPLY)**

- A. Suspension from participation in extra-curricular activities for a minimum of 30% of the regular season contests. The length of the suspension will be determined by the coach and building administrator.
- B. Fulfillment of any additional responsibilities required by the coach/sponsor before reinstatement; and
- C. Verification of enrollment and participation in a professional alcohol, tobacco, or drug treatment program may reduce the suspension time.
- D. A conference with the participant, school administrator, coach/sponsor, and parents before reinstatement.

***- Should the first and second offense occur in the same season of participation, in all circumstances the player shall be dismissed from the team.***

**THIRD OFFENSE (ALL APPLY)**

- A. The student and parents shall meet with a Board of Review. The Board of Review will consist of two teachers, two Board of Education Members, and the school administration. The case will be reviewed and a determination for future eligibility shall be determined on an individual case by case basis.

**SUBSTANCE ABUSE GUIDELINES**

I have read and understand the North Ottawa County School District Extra-Curricular Activities Substance Abuse Guidelines for activity participation and fully realize that failure to follow these guidelines will result in disciplinary consequences.

_____	
_____	
Student Name (Printed)	Student ID Number
_____	
_____	
Student Signature	Parent Signature
_____	
_____	
Date	Date

<b>20% Participation Defined</b>	
Football/Cheerleading	2 games (2 consecutive dates of a level and all between)
Track/Cross Country/Golf	2 meets (2 meets that a student could participate)
Basketball/Softball/Baseball	4 games max 7 innings
Wrestling	6 points (1 point per dual, 5 points for tournament)
Volleyball	7 points (1 point per match, 5 points for tournament)

<b>30% Participation Defined</b>	
Football/Cheerleading	3 games
Track/Cross Country/Golf	3 meets
Basketball/Softball/Baseball	6 games
Wrestling	9 points
Volleyball	10 points

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974**

This law was passed by Congress in 1974 to protect the privacy of student education records, and applies to all schools that receive money from the US Office of Education.

The act gives certain rights to parents regarding their child's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

*A school must allow parents or eligible students to inspect and review all of the student's education records maintained by the school.* However, this does not include the review of personal notes of teachers, or, at the college level, medical or law enforcement records. Schools are not required to provide copies of materials in education records unless, for reasons such as illness or great distance, it is impossible to inspect the records personally. The school may charge a fee for copies.

*Parents and eligible students may request that schools correct records believed to be inaccurate or misleading.* If the school refuses to change the records the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still refuses the correction, the parent or eligible student has the right to put a note in the record explaining his or her concerns. *Generally, the school must have written permission from the parent or eligible student before releasing any information from a student's record.* In an effort to permit the school to continue its normal business and activities, the law allows a school to set its own rules about who among the following people may see records without the required consent.

- ❖ School employees who have a need-to-know.
- ❖ Other schools to which a student is transferring.
- ❖ Parents when a student over 18 is still a dependent.
- ❖ Certain government officials who need-to-know to carry out lawful functions.
- ❖ Sponsors of financial aid to a student.
- ❖ Organizations doing certain studies for the school.
- ❖ Individuals who have obtained court orders or subpoenas.
- ❖ Persons who need to know in cases of health & emergencies.

Also, "**directory**" type information such as one's name, address, telephone number, date and place of birth, honors and awards, and activities, may be released to anyone without first getting permission. However the school must tell parents and students the type of information that is classified as directory information and provide a reasonable amount of time to allow the parent or eligible student to tell the school not to reveal directory information about them.

*The school must notify the parents and eligible students of their rights under the law.* The actual means of notification (special letter, inclusion in PTA bulletin or student handbook, or newspaper article) is left to each school. If you wish to see your child's education record, or if you are over 18 or are attending college and would like to see your records, you should contact the school to find out the procedure to follow.

If there are any questions the school cannot answer, or if you have problems in securing your rights under this act, you may call (202-245-7488) or write to Room 526 E. South Portal Building, Dept. of Health, Education and Welfare, Washington DC 20201.

## **EQUAL OPPORTUNITY**

USD #239 does not discriminate on the basis of race, religion, color, national origin, sex, or disability in admission or access to or treatment or employment in its programs and activities. Any person having inquiries concerning the North Ottawa County school district's compliance with the regulations implementing Title VI, Title IX, Americans with Disabilities Act, or Section 504 is directed to contact the district superintendent who serves as the compliance officer. He/she may be reached at (785) 392-2167, 716 East Seventh Street, Minneapolis, Kansas 67467, or to the Assistant Secretary for Civil Rights, U.S. Department of Education.

## **COMPLAINTS AND GRIEVANCES**

Any student may file a complaint with the principal against any school employee or any school rules and regulations. Said complaint must be in writing, and it must be filed within 20 days following the act or event about which the complaint arose. Said complaint must be specific and in reasonable detail as to the who, what, where, and when of the complaint. Any complaint not filed within said 20-day period shall be deemed to have been waived. Complaints and grievances concerning a particular principal's rule or regulation shall be filed with that principal. The appropriate administrator whose decision shall be final shall act upon complaint fulfilling the requirements of this rule. The complaint form can be found in our Board Policy KN at this link. [Complaint Form](#)

Complaints or grievances concerning a board policy, rule or regulation may be filed at any time and shall be filed with the clerk of the board. Questions about the above procedure may be directed to:

Superintendent of Schools  
North Ottawa County USD #239  
716 E. Seventh Street, PO Box 257  
Minneapolis, KS 67467

To view all Board Policies click on the link. [Board Policies](#)